

**STATE OF GEORGIA
RECORDS RETENTION SCHEDULE
ADMINISTRATIVE ACTION**

Application #: 97112-01

Sheet: 1 of 1

Schedule #: 74-0242-M

Effective Date: 11/06/97

Agency Code: 0402

Agency: Georgia Department of Agriculture
Animal Industry

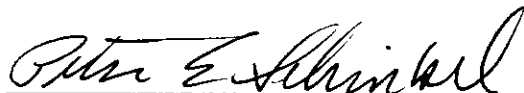
Creating Office: Animal disease Eradication Section

Series Title/Dates: USDA Indemnity Claims Files/September 30, 1995 - Ongoing


Access: Open

Administrative Action: Change the cut off year from the Calendar Year to Federal Fiscal Year (FFY)

The attached request for change to the cited retention schedule has been accepted and recorded in the State Records Committee's official Approved Records Retention Schedule File.



Peter E. Schinkel
Schedule Section
Department of Archives and History


Date



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date July 8, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 143		Date Received JUL - 9 1974	Application No. 74-242	Date Completed JUL 15 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry Animal Disease Eradication Section 19 Hunter St., S. W., Atlanta, Georgia 30334		4. Person to Contact Dr. James F. Andrews <i>J.F.A.</i>		
		5. Working Title State Veterinarian	6. Tel. No. 656-3667	

7. ACTION REQUESTED

TO AMEND DISPOSITION STANDARD 74-44

- ☐ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
July 1969 to date

9. Exact Series Title

USDA INDEMNITY CLAIMS FILE

10. What is the function of the office in which this record series is created?

The Animal Industry Division is responsible for supervising and regulating the Animal Industry in Georgia. It administers and supervises veterinary activities in the State to control and eradicate diseases in all animals. It also provides an inspection service to assure the wholesomeness of meat and meat products intended for human consumption.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents Relating to: Destruction of diseased (hog cholera, brucellosis, tuberculosis) farm animals (hogs, cattle, etc.) for which an owner is indemnified by State and Federal Funds.

Included are: Indemnity Claim (Form 1-23 suffix ARS, ANH, or VS),
Check List for Indemnity Claim (GA.IND-1), related
indemnity form letters (GA.IND-3, -4, -5, -6, -8, -10)
and Indemnity Claim Transmittal (ANH Form 1-31)

File is arranged: Alphabetically by owner's name

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	7	10.5		2.5	4		
Legal-size File Drawers	8	11.5	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				12			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				25	15	1	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? USDA, APHIS Memo No. 525.4 (3/27/73)
Subject: Cooperative Records Disposition Schedules | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
- USDA, APHIS-VS Memo No. 525.4 (3/27/73)
- Subject: Cooperative Records Disposition Schedules - 5 years

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 3 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	7/8/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	7/8/74
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nijm</i>	7-12-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	7-11-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>A. B. Stree</i>	7-12-74

STATE RECORDS
COMMITTEE